

## SMART Tools

The SMART Tools menu provides quick access to functions that help you operate the SMART Board<sup>™</sup> interactive whiteboard more effectively. In addition to basic functions such as the On-Screen Keyboard and Floating Tools, you will also find multimedia tools that allow you to create and present dynamic content.

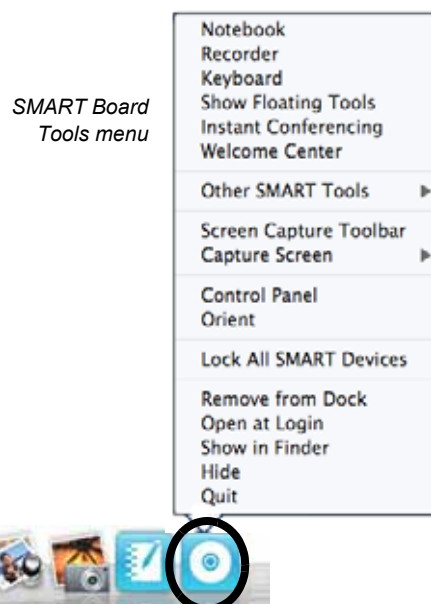
### Accessing SMART Tools


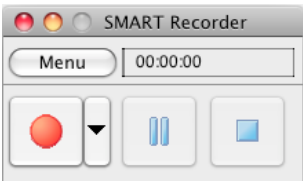

Press and hold the **SMART Board** icon in the Dock. The SMART Tools menu appears.






If the SMART Board icon is not visible, select **Finder > Applications > SMART Board Software > SMART Board Tools**. The SMART Board icon appears in the Dock.



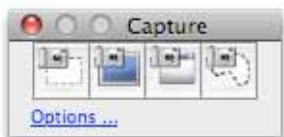


### Using SMART Tools

The chart below outlines each of the options available on the SMART Board Tools menu. The touch sensitivity of your interactive whiteboard allows you to operate each of these tools with your finger.



Selecting	Opens	Use this tool to
Notebook <sup>™</sup> software		Save notes written on your interactive whiteboard or at your computer as a series of pages. Search for objects stored in the Gallery, such as images, video and Adobe <sup>®</sup> Flash <sup>®</sup> content. Export your Notebook file to HTML, PDF, and image types such as JPEG, TIFF, PNG and BMP.
Recorder		Record all actions that take place on your interactive whiteboard, such as training or workflow processes, as a QuickTime <sup>®</sup> file. Add audio with a microphone, control recording quality and share your recording with colleagues.
On-Screen Keyboard		Type or edit text in any application without leaving the interactive whiteboard

Selecting	Opens	Use this tool to
Floating Tools		Quickly access the pen, highlighter, eraser and other frequently used tools. Take screen captures, undo or redo an action on your interactive whiteboard and customize the Floating Tools toolbar.
Instant Conferencing		Join or create a data conference over the Internet. Detailed information for using Bridgit is available at <a href="http://www.smarttech.com/trainingcenter/windows/trainingmaterials.asp">www.smarttech.com/trainingcenter/windows/trainingmaterials.asp</a> .
Other SMART Tools > Screen Shade		Gradually reveal information to create suspense or hide text and graphics by dragging the shade left or right, up or down
Other SMART Tools > Spotlight		Focus the attention of your audience to a specific part of the screen. Change the shape of your spotlight, set the transparency level of the shaded area or exit the spotlight view.
Other SMART Tools > Magnifier		Enlarge small text or images, such as a cell in a spreadsheet, to make them easier to see. A magnification box appears. Select the area of the screen that you want to magnify.

Selecting	Opens	Use this tool to
Other SMART Tools > Calculator		Access the Apple on-screen calculator
Other SMART Tools > Pointer		Direct audience attention to an important piece of information on the screen
Screen Capture Toolbar		Enhance your lesson activity by capturing a selected area, window or a full screen grab from your desktop. The captured image automatically appears as a page in your Notebook file.
Control Panel		Configure and access a variety of software and hardware options, including SMART Board settings, orientation options, pen tray settings, and the Help Center.
Orient		<p>Orient your SMART Board interactive whiteboard.</p> <p>When the projector or interactive whiteboard moves location, you should orient the SMART Board. This tells the computer where the image of the desktop is displayed on the surface of the interactive whiteboard.</p>